

REQUEST FOR PROPOSALS

REVALUATION SERVICES

NOTICE IS HEREBY GIVEN that sealed proposals for a Professional Services Contract for Real Property Revaluation will be received by the Borough Purchasing Agent's Office on Tuesday, May 17, 2011 at 10:00 a.m. in the Municipal Annex, 20 Cooke Avenue, Carteret, New Jersey. **Proposals must be delivered by hand to, or mailed and received by, the BOROUGH PURCHASING AGENT'S OFFICE located at the Municipal Annex, 20 Cooke Avenue, Carteret, New Jersey 07008, no later than 10:00 a.m. on Tuesday, May 17, 2011.**

Contract documents and proposal specifications are provided here on the Borough's website and are available in the Office of the Borough Purchasing Agent, located at the Municipal Annex, 20 Cooke Avenue, Carteret, New Jersey, 07008, and maybe obtained therefrom by prospective respondents during regular business hours (8:00a.m. to 4:00p.m.) Monday through Friday, Borough holidays excepted.

To insure the comprehension of the specifications for the revaluation of the Borough of Carteret, a conference will be held for the purpose of reviewing said specifications and receiving any comments from interested parties. Any vendor intending to submit a response to the Request for Proposals should attend this conference. **This conference will be held on Wednesday May 11, 2011, at 2:30 p.m., at the Office of the Borough Law Director located at 61 Cooke Avenue, Carteret NJ 07008.**

Proposals must be made on the Proposal Forms contained herein, in the manner designated in the proposal documents, and must be enclosed in a SEALED ENVELOPE bearing the name, address of the Respondent, and the phrase "**CARTERET PROPOSAL FOR REAL PROPERTY REVALUATION SERVICES**" on the outside, and must be accompanied by either a Bid Bond or Certified Check drawn to the order of the Borough of Carteret, for not less than ten percent (10%) of the amount bid except that the check need not exceed Twenty Thousand Dollars (\$20,000.00).

The award of the Contract for this work will not be made until the necessary funds have been provided to the Borough of Carteret in a lawful manner. The Borough may hold proposals for a period of sixty days (60) days from the date of receipt of proposals for purpose of reviewing the proposals and investigating the qualifications of the respondents, prior to awarding of the contract.

Proposals for this Contract will be accepted only from Respondents who have been properly qualified in accordance with the requirements of the Contract Documents. The Borough reserves the right to reject a proposal response based upon a Respondent's qualifications, finances and experience, and such information as is requested by the Borough which is to be provided by affidavit. The Borough also reserves the right to reject any or all bids or to waive any information where such informality is not detrimental to the best interest of the Borough.

The successful Respondent shall be required to comply with Affirmative Action requirements, P.L.1975, c. 127, N.J.S.A. 10:5-1 et seq. Moreover, the proposal response bid must be accompanied by a list of names and addressers of all stockholders owning ten percent (10%) or more of the stock in accordance with the provisions of the Public Disclosure Law (P.L. 1988, Ch. 33, N.J.S.A. 52:25-24.2).

The Borough reserves the right to delete any section of work from the contract after the award of the contract has been made due to funding or other reasons. The prices bid for various items of work shall not be adjusted due to the variation of any quantity for the various items scheduled in the proposal submittal.

GLORIA LISICKI
Borough of Carteret QPA